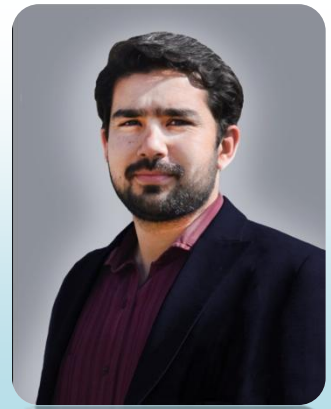


# Curriculum Vitae for

## Saad Zaib Awan



### Objective

To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself.

### Where I've worked

2013 - Present

#### **Peshawar Medical College, Peshawar**

As an Assistant I.T cum Personal Assistant to Vice Principal

##### **Job Details**

- I am working with PMC since September 2013 till Present, as an Assistant I.T cum Personal Assistant to Professor Dr. M. Aman Khan (Vice Principal & HOD Community Health Sciences PMC).
- I am also attached to the Institutional Review Board (IRB) of college as IRB coordinator.
- I have made and still maintaining two websites for PMC [www.umar.prime.edu.pk](http://www.umar.prime.edu.pk) and [www.chs.prime.edu.pk](http://www.chs.prime.edu.pk)
- I composed and designed a medical book for an female associate professor doctor (Book published in 2016)
- I have been a part of many Workshops/ Events while working with PMC.

##### **Responsibilities**

- Facilitate Senior Doctors Faculty (PhD's, Assistant Professors, etc.)
- Keeping of all the records for students, lectures, lecturers, events done.
- Keeping of confidential documents (Annual Medical Exam Papers)
- Compiling and making of exam results.
- Invigilation for exams.
- Making of internal assessments for students.
- Notifications making.
- Departmental library care.
- Meetings arrangements (including refreshments)
- Proper time management.
- Inventory record and maintenance.
- Responsible for computer lab, Faculty computers.

##### **Awards**

- Appreciation Certificate in PIMA Convention for part of management, held at Peshawar Medical College. (2016)
- Appreciation Certificates in UMR 10, 9, 8 and 7 for providing I.T support, held at Peshawar Medical College. (2017,16,15 and 14)

April – August  
2016

**Higher Education Academy of Research & Training, Peshawar KP**

As a Personal Assistant to Director

*(Leave taken from Peshawar Medical College)*

**Job Details**

I worked with HEART, Peshawar Khyber Pakhtunkhwa as a Personal Assistant to Director for about 04 months.

**Responsibilities**

- To facilitate the Director.
- Meeting Arrangements with higher authorities of the Govt. of KP
- Attending the calls for Director
- Micro Management
- Mess quality control
- Keeping confidential documents (hard & soft both forms)
- Attendance record for all of the staff
- Print and ads
- Sometimes purchasing of different things
- Billings

**What I've  
studied**

2016

**Masters in Science of Computers**

University of Peshawar

2013

**Bachelors in Science of Computers**

University of Peshawar

2009

**FSc in Pre- Engineering**

Board of Intermediate and Secondary Education Peshawar

2007

**Metric in Science**

Board of Intermediate and Secondary Education Peshawar

**What I'm good  
at**

Photoshop CC  
Microsoft Office  
HTML 5  
CSS 3



SPSS



Team Work



Initiative



Communication

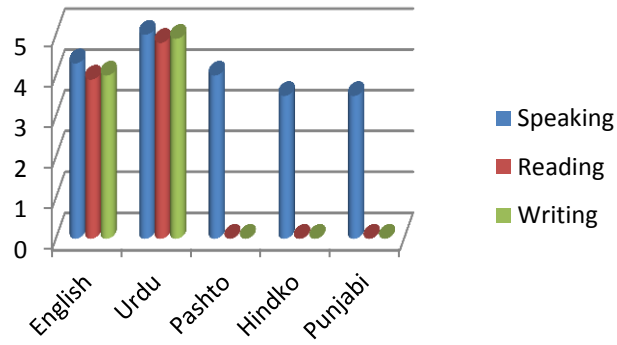


Also can work with JOOMLA, WORDPRESS, Troubleshooting, Internet mailing, Searching, Downloading, Photocopier machines, Scanners, Windows Installations and Different Software Installations etc.

**Who I am**

Name Saad Zaib Awan  
D.O.B July 28<sup>th</sup>, 1990  
Contact No. 0334 9468 707  
WhatsApp +92 334 9468707  
Residency Awan House, St#1 Defence Town, Peshawar

## Languages



## References

**Prof. Dr. Fazlur Rahman**

Chairman, Board of Intermediate & Secondary Education (BISE)  
Peshawar  
091-9222168

**Prof. Dr. Muhammad Aman Khan**

Vice Principal and  
Head of the department, Community Health Sciences  
Peshawar Medical College, Peshawar  
0300 858 07 25

**Mr. Malik Niaz**

Head of the department, Information Technology  
Peshawar Medical College, Peshawar  
0336 940 29 29